

## **Minutes of the Finance Committee**

**Wednesday, May 19, 2004**

Chair Haukohl called the meeting to order at 8:45 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Joe Marchese, Jim Behrend, and Bonnie Morris. Ken Herro and Genia Bruce arrived at 8:50 a.m. and Don Broesch arrived at 8:54 a.m. Behrend left the meeting at 10:10 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, Judiciary & Law Enforcement Committee Chair Bill Mitchell, Sheriff Dan Trawicki, Inspector Bob Johannik, Senior Financial Analyst Mike Baniel, Public Works Director Rich Bolte, Risk Management Administrator Laura Stauffer, Senior Risk Management Analyst Jeff Newcomb, Personnel Committee Chair Duane Paulson, Employment Services Manager Sue Zastrow, District Court Administrator Mike Neimon, Collections & Business Services Manager Sean Sander, Enterprise Operations Manager Pete Pulos, Senior Financial Analyst Linda Hein, and Administration Director Norm Cummings.

### **Approve Minutes of May 5, 2004**

**MOTION:** Behrend moved, second by Marchese to approve the minutes of May 5. Motion carried 4-0.

### **Executive Committee Report**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Rep. Vrakas was present to discuss legislative issues including TABOR (Taxpayer's Bill of Rights). He supports a form of TABOR but he has a big concern about health care issues. He thinks there should be a statewide health insurance system for municipal employees.

Ken Herro and Genia Bruce arrived at 8:50 a.m.

- Reviewed Community Development Block Grants (CDBG) for UW-Extension. Besides the Phoenix Heights and the Haertel Field projects, they're adding a new neighborhood in the City of Waukesha to the grant. The City of Waukesha is applying for a beautification grant from CDBG and Sussex is applying for a planning grant.
- Heard the 2003 year-end budget status report on UW-Extension. Haukohl said they're doing okay and they are relying more and more on grants.

Don Broesch arrived at 8:54 a.m.

- Unanimously approved resolution 159-R-002 that would subject the State to the same open meetings laws as local governments. This will be forwarded to the Wisconsin Counties Association (WCA) Board of Directors to be placed on the platform for the fall conference. WCA hopes to get 72 counties in support of this.

### **Schedule Next Meeting Dates**

June 2<sup>nd</sup>

### **Announcements**

Haukohl said local officials, including all County Board Supervisors, are invited to attend a listening session with Governor Doyle in the County Board Room tomorrow at 8:00 a.m.

### **Correspondence**

Copies of a letter to Personnel Committee Chair Paulson, signed by all the Waukesha County Circuit Court judges, were distributed. The letter asked the Personnel Committee to support an amendment to ordinance 159-O-009 (on today's agenda) and that the pay range for the Juvenile Court Clerk be increased from pay range 8 to pay range 9.

### **Future Agenda Items**

Herro suggested inviting Rep. Frank Lasee to discuss the non-profit organization that is creating TABOR.

### **Discuss and Consider Change of Intent for Sheriff's Department Seized Fund Expenditures**

Trawicki discussed this issue as outlined in his memo to Chair Haukohl dated April 7. In the 2004 budget, the Sheriff's Department allocated \$24,000 in seized fund expenditures for its supervisor uniforms and \$7,500 for shotgun mounts. Purchases in 2004 for these items were \$11,000 and \$4,100 respectively. Staff are requesting that the unspent funds be used to enhance law enforcement efforts in the County. This includes \$13,000 previously allocated for uniforms to fund anti-drug commercials in cooperation with WISN TV and the Drug Free America Milwaukee Television Campaign to be aired over the next six months. They are also asking that \$3,400 previously allocated to shotgun locks be used to purchase additional "pit maneuver" equipment for additional squads. Trawicki explained the expenditures in detail.

MOTION: Marchese moved, second by Broesch to approve the change of intent for seized fund expenditures. Motion carried 7-0.

### **Ordinance 159-O-014: Amend 2004 Sheriff's Department Budget Expenditure of Seized Funds**

Copies of the revised fiscal note were distributed. The distribution to municipalities was decreased from \$21,805 to \$18,657 for a total expenditure amount of \$60,257. Expenditure of seized funds include radio microphones, a polygraph machine, truck weight measurement scales, tazers, a bullet proof shield, a wet suit, a dive computer, jail batons, etc.

MOTION: Behrend moved, second by Marchese to approve ordinance 159-O-014. Motion carried 7-0.

### **Ordinance 159-O-003: Transfer Jurisdiction of Highways with Village of Butler**

This ordinance involves transferring a portion of Hampton Avenue from the Village of Butler to Waukesha County. Bolte said this is not a County highway but it's listed (recommended) in the SEWRPC (Southeastern Wisconsin Regional Planning Commission) Highway Jurisdictional Plan-2010 as a County highway. About 25 years ago, the County Board accepted the highway, paid the Village for a year or two of maintenance, and then didn't accept it. The State never accepted the transfer and it's been in dispute ever since as to whether it is or isn't a County highway. Herro asked about the current condition of the highway. Bolte said it's a 50-year old

concrete pavement. It will eventually need some work but he didn't anticipate anything in the very near future.

MOTION: Behrend moved, second by Morris to approve ordinance 159-O-003. Motion carried 7-0.

### **1<sup>st</sup> Quarter Status Report on Claims**

Newcomb discussed his 1<sup>st</sup> quarter report on Worker's Compensation claims which included information on number of claims opened, claims closed, total incurred, etc. from 2000 to 2004. A total of 18 claims were opened in the 1<sup>st</sup> quarter of 2004 and 13 remained open at the end of the quarter. The total incurred was \$22,845. The total incurred since 2000 was \$1,322,665. Newcomb went on to highlight some of the larger claims that were opened and those that closed.

Stauffer reviewed her report which also included information on number of claims opened, claims closed, total incurred, etc. from 2000 to 2004. Regarding general liability claims, a total of 2 claims were opened during the 1<sup>st</sup> quarter of 2004 and both remained open at the end of that quarter. The total incurred was \$389. A total of 5 auto liability claims were opened and 1 remained open. The total incurred was \$3,750. With regards to auto physical damage claims, 12 were opened and 8 remained open. The total incurred was \$13,836. There were 3 property damage claims opened in the 1<sup>st</sup> quarter and they all remained open at the end of that quarter. The total incurred was \$3,250. Since 2000, the total incurred for general liability claims was \$279,534, auto liability - \$244,784, auto physical damage - \$232,000, and property damage - \$75,047. Stauffer highlighted some of the larger claims that were opened and those that closed.

MOTION: Marchese moved, second by Behrend to accept the 1<sup>st</sup> quarter 2004 claims report. Motion carried 7-0.

Behrend left the meeting at 10:10 a.m.

### **Ordinance 159-O-008: Establish Pay for Clerk of Juvenile Court**

This ordinance, placing this position in Open Salary Range 8, was heldover at the May 4 Personnel Committee meeting when Judge Foster requested that the Personnel Committee consider an amendment to the ordinance and that this position be placed in Open Salary Range 9. Based on a recent review of the job specification by the Job Evaluation Committee (JEC), this position was placed in range 8 based on the fact that some duties over the years had been transferred to the Clerk of Circuit Courts Office. (It was in range 10 for many years). Among the reasons for the request, Foster said JEC does not recognize supervisory duties, and because it scored just three points below range 9 she asked that it should be placed in range 9. After a lengthy discussion, the committee agreed on May 4 to return the job spec to JEC for further consideration. This did not occur because County Executive Finley did not feel it was appropriate. The ordinance was approved (with a pay range 8) by the Personnel Committee yesterday by a 6-1 vote.

Personnel Committee Chair Paulson appeared at today's meeting and he said protecting the integrity of the Job Evaluation Committee and the Hay System (the system used by JEC to determine salary) was important. He thought a lot of the discussions surrounding this issue were

emotional and political. Paulson said the position should not be upgraded to another pay level simply because it would be nice.

Zastrow said the current Clerk of Juvenile Court will be retiring in June. The job was reviewed last year during their regularly scheduled review of non-represented jobs whereby it went from pay range 10 down to pay range 8. Changes had occurred with the position since the last time it was evaluated 17 years ago. Circuit Court Services is now doing one unified budget, strategic planning, and business continuity. Therefore, these are no longer duties of the Clerk of Juvenile Court. Zastrow said the direction of the judges was that the Clerk of Circuit Court would be named the Clerk of Juvenile Court upon vacancy. Last fall, some of the judges decided they did not want to give up their authority to hire the Clerk of Juvenile Court so they are no longer pursuing this direction.

Neimon said when Judge Foster first worked on re-writing the job spec she did not know about similar positions in range 9 for which to compare. Since then, it became apparent that some of the job duties of the Clerk of Juvenile Court were similar to those of the Deputy County Clerk and the Deputy County Treasurer, both of which are in pay range 9. Neimon said Judge Foster believed this would go back to JEC last Friday but, as stated earlier, this did not happen. Judge Foster and the other judges do not feel range 8 adequately reflects the Clerk of Juvenile Court's duties and responsibilities.

Cummings said Finley did not believe in "beefing up" a job spec to get a desired pay range. However, staff do have flexibility to hire a person up to the prevailing rate if they have problems filling the position.

Haukohl asked did JEC have all the information they needed with regards to job responsibilities and duties? Neimon said they had a modified version and they made a decision based on that. Judge Foster did not know about the similar deputy positions at that time. Zastrow said she worked with Judge Foster on the job spec and it was agreed upon by both of them before it went to JEC. It was later that she looked at those other two jobs. Zastrow said both the Deputy County Clerk and the Deputy Treasurer are hired by the elected official but both deputy positions would have to fill in for the elected officials in their absence. This is different than the Clerk of Juvenile Court who would not have to fill in for a judge. Neimon discussed those duties of the Clerk of Juvenile Court that compare to the two deputy positions. Haukohl said the bottom line for her was if the process was followed appropriately with regards to rating this position and placing it in the appropriate pay range. This issue was discussed at length.

MOTION: Broesch moved, second by Marchese to approve ordinance 159-O-008. Motion carried 6-0.

### **Year-End Report on Proprietary Funds**

Sander discussed his year-end report on the County's various enterprise and internal service funds. He noted that these are unaudited numbers and they could change once the CAFR (Comprehensive Annual Financial Report) is released. Pulos explained the shortfalls in the golf course and ice arena enterprise funds. Mader noted that depreciation and overhead cross charges in part continue as costs to the County when evaluating sale options.

Those funds that had a net income loss were the Wanaki Golf Course (-\$100,806), Moor Downs Golf Course (-\$59,111), Naga-Waukeee Ice Arena (-\$82,758), Eble Park Ice Arena (-\$16,041), Airport (-\$123,753), Central Fleet (-\$40,468), Communications (-\$23,878), and End User Technology (-\$27,315). Those funds that had a net income were the Naga-Waukeee Golf Course (\$157,336), Expo Center (\$67,586), Materials Recycling (\$1,221,661), Vehicle / Equipment Replacement (\$88,782), Radio Services (\$266,417), Records Management (\$327,253), Risk Management / Worker's Compensation (\$238,022), and Collections (\$168,064).

### **Financial Management and Fund Balance Policies and Bond Ratings**

Cummings distributed copies of "Financial Management Policies." The County's long and short-term financial policies are derived from various sources. The State Statutes prescribe the basic budgeting standards for County governments. The County Code establishes the basis of accounting in conformance with generally accepted accounting principles. Cummings discussed fiscal management policies for revenues, operating expenditures, capital improvements, debt investments, reserves, basis of budgeting, and accounting methods. The County budget is considered balanced as County budgeted expenditures are funded by a combination of various external revenue sources, property taxes and funds available in fund balances identified in the prior year Comprehensive Annual Financial Report (CAFR).

Cummings distributed copies of "Waukesha County Planning Processes" which included information on the type of planning process (strategic, operating budget forecast, capital projects plan, technology projects review process, vehicle / equipment replacement, grounds maintenance, the highway improvements plan, etc), descriptions of those processes, and their budgetary impacts. He distributed information from Fitch Ratings and Moody's Investor's Service and he discussed why the County is rated AAA – the highest possible rating. Information on general and special revenue funds – expenditures and undesignated fund balance were also distributed. Cummings discussed these issues in detail.

MOTION: Morris moved, second by Broesch to adjourn at 12:41 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris  
Secretary